

# IMPORTANT INFORMATION FOR INCOMING EMPLOYEES

## In order to be placed on payroll, the following forms need to be completed:

- ☐ **AO 78 APPLICATION FORM**  
This is reviewed by the Administrative Office to determine appropriate grade and salary placement, so full dates (mm/dd/yyyy) should be reflected.
- ☐ **W-4 FEDERAL TAX WITHHOLDING CERTIFICATE**  
**and the applicable state form:**
  - ☐ **MW 507 MARYLAND TAX WITHHOLDING CERTIFICATE** (indicate local jurisdiction) **or**
  - ☐ **D-4 DC TAX WITHHOLDING CERTIFICATE** **or**
  - ☐ **V-4 VIRGINIA TAX WITHHOLDING CERTIFICATE**Note: you may change your federal or state tax withholding status at any time during the year.
- ☐ **I-9 EMPLOYMENT ELIGIBILITY VERIFICATION**  
You are **required** to present valid documentation with this form within 3 business days of start date. Bring these documents with you for your orientation with HR. Most people present from List A – US Passport **or** from Lists B & C - Driver's License or Military Card **and** Social Security Card or Birth Certificate. **Note:** in most instances the US government cannot compensate persons who are not citizens of the United States; however, there are limited exceptions. **If you are a non-citizen, contact the HR Department as soon as possible.**
- ☐ **FMS 2231 FAST START DIRECT DEPOSIT**  
Direct deposit by electronic funds transfer is **required**. For section 3, attach a voided check or contact the financial institution to obtain the routing and account numbers.

## Please review the Benefits Highlights chart for a brief description of many benefits and note any deadlines for making elections. The following are used to make benefit elections:

- ☐ **SF 2817 FEDERAL EMPLOYEES GROUP LIFE INSURANCE (FEGLI) ELECTION FORM**  
**Reminder:** all permanent employees and term law clerks are **automatically covered** by Basic Life **unless life insurance is waived in its entirety within the first pay period after entering on duty**. For more information, review the FEGLI Program Booklet or visit FEGLI's web site at [www.opm.gov/insure/life](http://www.opm.gov/insure/life).  
If you are interested in additional group life insurance programs available to federal judiciary employees, please contact the HR Department.
- ☐ **SF 2809 FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB) ELECTION FORM**  
For more information on health insurance, review the FEHB Guide or visit FEHB's home page at [www.opm.gov/insure/health](http://www.opm.gov/insure/health). Plan brochures are available on the web site or upon request from the HR Dept.
- ☐ **FEDERAL EMPLOYEES DENTAL AND VISION INSURANCE PROGRAM (FEDVIP)**  
A number of supplemental dental and vision plans are available. For more information, visit OPM's web site at [www.opm.gov/insure/DentalVision/](http://www.opm.gov/insure/DentalVision/). There is no FEDVIP enrollment form – enroll online at [www.BENEFEDS.com](http://www.BENEFEDS.com)
- ☐ **TSP-1 THRIFT SAVINGS PLAN (TSP) ENROLLMENT FORM** (N/A Term Law Clerks)  
Employees covered by a government retirement plan such as CSRS or FERS may begin contributing to TSP immediately. Review the TSP Summary booklet or visit TSP's web site at [www.tsp.gov](http://www.tsp.gov) for more detailed information.

## The following forms need to be returned to complete your Entrance on Duty paperwork:

- ☐ **FINGERPRINT POLICY:** All employees are required to undergo a fingerprint and records check. Review the policy and return the information sheet.
- ☐ **INTERNET, DCN/J-NET, INTERNET E-MAIL POLICY:** Review the policy and return the acknowledgement form.
- ☐ **EMERGENCY INFORMATION FORM:** All employees should provide emergency contact information and any pertinent medical information to ensure proper treatment in the event of an emergency.

## Please contact the court's Human Resources Department if you have questions:

Tina Stavrou, Human Resources Administrator - phone (410) 962-3552 or e-mail [tina\\_stavrou@mdd.uscourts.gov](mailto:tina_stavrou@mdd.uscourts.gov)  
Tracee Jones, Human Resources Specialist - phone (410) 962-3428 or e-mail [tracee\\_jones@mdd.uscourts.gov](mailto:tracee_jones@mdd.uscourts.gov)  
Mailing address: Clerk's Office, 4<sup>th</sup> Floor U. S. Courthouse, 101 West Lombard Street, Baltimore, MD 21201